



Date Adopted: 8/8/1995

Date Revised: 7/1/2000

**Title: Administrative Analyst II**

**FLSA: Exempt**

**General Purpose:**

The Administrative Analyst II serves under general supervision, providing experienced professional assistance to the assigned Department.

**Distinguishing Characteristics:**

The Administrative Analyst II is expected to perform difficult analytical work, to exercise considerable judgment and initiative when required, and to function effectively as a member of the Department team.

**Essential Duties and Responsibilities:**

Assists in planning and coordinating assigned projects and programs (e.g., data processing system, personnel support, waste management, risk management, Cable TV, legislative activities, etc.).

Conducts research and analysis on assigned projects and programs; identifies alternatives, formulates conclusions; and prepares and presents reports and recommendations.

Assists in evaluating and administering contract services.

Plans, organizes and conducts studies addressing municipal operational issues and concerns.

Confers with City Staff, employees and others on a variety of issues in assigned program and project areas.

Assists in planning and coordinating operations and activities of assigned program areas (e.g., data processing, personnel, waste management, Cable TV, risk management, etc).

Conducts research and analysis on a variety of issues, either independently or as assigned.

Assists in administration and evaluation of contract services.

Prepares and presents clear and concise written and oral reports.

Attends on and off-site meetings during day and evening hours.

Provides assistance to the public and others on the phone and in person.

Performs other related duties as assigned.

### **Minimum Qualifications:**

Knowledge of:

The scope and function of municipal government.

Principles and practices associated with public administration including personnel, budgeting and information systems.

Research techniques, sources and availability of information, and methods of report preparation and presentation.

Principles of effective public relations and communications with customers.

Knowledge of local, state and federal laws, policies, regulations and resources associated with assigned program area (e.g., personnel, waste management, Cable TV, risk management, etc.).

Ability To:

Analyze problems, identify alternative solutions and make recommendations.

Plan organize and conduct projects and studies as assigned.

Prepare and present reports and recommendations.

Communicate effectively both in writing and verbally.

Use a personal computer

Establish and maintain a cooperative working relationship with those contacted in the course of work.

Work independently under minimal supervision.

### **Physical Standards:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal

and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

### **Training and Experience:**

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration or in a closely related field is required. A Master's degree in Public or Business Administration or in a closely related field is preferred.

Experience: A minimum of two years of full time professional experience in Public or Business Administration is required.

### **Licenses; Certificates; Special Requirements:**

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.